

ATTIRE INVENTORY CHEAT SHEET

FOR NEW CUTTIME USERS

Ime								Support Tools	Michelle
me University Ba h organization	Attire	Attire					- import	Be Export Outsty add or and as	
i Season >	Bearch by garment, member, size, etc. All Assigned Not assigned							(III) Barcode check-in	+ Add ga
	Showing 460 garments based on your criteria								
ard rs	Garment Type 0	Size 0	Gender #	Manufacturer 0	Color 0	Item No. 0	Barcode 0	Assigned To	
ns	Baldric	-	-	-	-	001	-	-	Assig
	FJM Dress Shirt	32R	<i>x</i>	Stanbury	-	F05-2000	100379	-	Assig
cements	FJM Dress Shirt	328	м	Stanbury	-	MDS-1001	100351	-	Assig
res	FJM Dress Shirt	325	м	FJM	-	MDS-1000	100350	-	Assig
ls	FJM Dress Shirt	34L	м	Stanbury	-	MDS-1007	100357	-	Assig
ments	FJM Dress Shirt	348	F	Stanbury	-	FDS-2002	100381	-	Assig
	FJM Dress Shirt	34R	м	Stanbury	-	MDS-1003	100353	-	Assig
onts	FJM Dress Shirt	348	м	F,M	-	MDS-1034	100354	-	Assig
	FJM Dress Shirt	348	м	Stanbury	-	MDS-1005	100355	-	Assig
ent	FJM Dress Shirt	348	м	F,M	-	MDS-1006	100356	-	Assig
15	FJM Dress Shirt	345	,	F,M	-	FDS-2001	100380	-	Assig
5	FJM Dress Shirt	345	м	F.M.	-	MDS-1002	100352	~	Assig
				10					

Welcome to our lightning fast inventory toolbox for uniforms, robes, and other garments. Inside is a collection of tools and data to help you manage your precious assets from acquisition to retirement. Find what you need when you need it fast thanks to quick filters, partial name search, and barcode code scans.

STORAGE LOCATIONS

You can update these globally in your Program Settings.

ASSIGN ATTIRE

You can assign a single or multiple garments to a single student at one time. You can filter and view members who do not have assigned Attire, plus use a barcode to pull up and assign any garment item.

VIEW ASSIGNMENTS

Once attire has been assigned to a student, you can view all of their assignments in one place by navigating to their Program Membership Details. You can also quickly and easily unassign their garments from this page.

REPAIRS & INSPECTIONS

Upload your estimates, invoice receipts, and photos for any garment repair. Record inspections by choosing a condition, adding notes, and uploading photos.

CLEANINGS

Enter the last date the garment was cleaned.

HELPFUL ARTICLES

Attire Inventory Overview

Importing Attire Data

Assigning Garments

Barcode Scanning and QR Codes

Deleting Garments

Ordering Barcode Labels

Storage Locations

Managing Exports